

OPERATIONAL RISK MANAGEMENT

WEEKEND TRAVEL
WORKING GROUP
OUTBRIEF

GROUP CHARTER

- Assess the risks associated with traveling over the Memorial Day Holiday
- Develop controls to maximize unit safety before, during and following the holiday.

OPERATIONAL ANALYSIS

- Pre Holiday
 - planning, risk assessment form, leave policy
- Actual Holiday
 - conduct of travel (getting to/from destination)
 - time at destination
- After action
 - return to duty

RISK ASSESSMENT

- FATIGUE

- Start of liberty 1/3
- End of liberty 1/3
- Solo Driving 2/3
- First cycle flight 1/4
- Driving too far 1/3

- Controls

- Limit driving distance
- Buddy drive/sign up
- Adjust work schedule prior to leaving
- Adjust schedule for day of return
- Pre-holiday brief

RISK ASSESSMENT

- Alcohol 1/2
- Controls
 - DAPA brief prior to holiday

RISK ASSESSMENT

- Speeding 1/3
- Accident 1/2
- Controls
 - Brief at standdown
 - Adjust schedule/limit distance
 - Defensive driving brief

RISK ASSESSMENT

- Circadian rhythm 2/4
- Night driving 2/4
- Dusk/dawn driving 2/4
- Controls
 - Brief at standdown
 - review trip plan

RISK ASSESSMENT

- Experience of driver 2/2
- Driving with family/kids 2/4
- Controls
 - Review record
 - Brief at standdown
 - Have activities
 - Car seats

RISK ASSESSMENT

- Weather 3/3
- Traffic 3/4
- Trip prep/distractions 3/4
- Not wearing seatbelts 3/4
- Ensure good vehicle condition
- Check weather prior to trip
- Drive during off hours
- Adjust work schedule
- Complete risk assessment form
- File route with duty

RISK ASSESSMENT

- Route of driving 4/5
- Condition of roads 4/5
- Familiarity with route 4/5
- Car trouble 4/5
- Poor vehicle condition 4/5
- Run out of gas 4/5
- Controls
 - Review NTSB web site
 - Plan alternate route
 - Contact auto club
 - Bring emergency kit
 - Include in pre-holiday brief
 - Pre trip auto inspection

RISK ASSESSMENT

- Not wearing seatbelts 3/4
- Animals 3/4
- Inability to obtain medical care (out of area) 2/5
- Controls
 - Convincer demo at safety standdown
 - Animal alerter
 - Blue cards

IMPLEMENTATION

- Risk assessment forms - Department Head
- Safety standdown - Safety Officer
 - Quarterly and day prior to holiday weekend
- POD notes -XO, Department Heads
- Flight schedule - CO, XO, OPS O
- Travel plan - reviewed by Department Head
- Section leader - responsible for vehicle inspections

REVIEW / FEEDBACK

- All feedback to safety officer (from department heads, section leaders)
- Voluntary questionnaires